



ANNOUNCEMENT FOR OPEN TESTING Health Facilities Evaluator I

Final Filing Date: **October 24, 2003**

Bulletin Release Date: 10/17/03

Written Test Date: 11/13/03

SZ70 -8001 3HAA1



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement should apply. This is an open examination. Applications will not be processed on a promotional basis and career credits do not apply.

HOW TO APPLY: To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 552-8359
SELECTION UNIT
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1300-1302
P.O. BOX 997411
Sacramento, CA 95899-7411

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications must be submitted by **October 24, 2003**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

WRITTEN TEST DATE: November 13, 2003. Written tests will be scheduled in such locations throughout the State as the number of candidates and conditions warrant.

SALARY RANGES: \$3596 - \$4372 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: Incumbents conduct inspections, surveys, and evaluations of health facilities for conformity with licensing, certification, and life safety requirements; and for compliance with State and Federal laws, rules, regulations, and codes relating to public and private health facilities. Advise health facility administrators regarding requirements for inspections, licensing, certification, construction and operation of health facilities as they relate to indirect patient care and life safety systems. Incumbents may act as team leaders and may assist in the training of new staff.

Positions exist with the Department of Health Services Statewide.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **November 13, 2003**, the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **MUST** include: title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as "Either I," "or II," "or III," etc.

Possession of a master's degree in a recognized health field, i.e., microbiology, laboratory technology, nursing, physical therapy, psychology, medical social work, or other health related field from a recognized school may be substituted for one year of the required general experience.

Either I

One year of experience in the California state service performing the duties of a Health Facilities Evaluator Trainee.

Or II

Education: Equivalent to graduation from a four-year college or university with a degree in a recognized health field, i.e., microbiology, laboratory technology, nursing, physical therapy psychology, medical social work, or other health related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

And

Experience: One year of responsible professional administrative or clinical experience requiring definition and implementation of operational program policy in a health facility, clinic, or related agency.

Or

Two years of medical service corps or hospital corps experience in a branch of the armed services.

EXAMINATION INFORMATION: The examination will consist of a written test weighted 100%.

WRITTEN TEST SCOPE:

1. Written Communication
2. Health Facility Operation and Physical Plant (as they relates to life safety and indirect patient care services)
3. Reading Comprehension / Analytical Skills

ELIGIBLE LIST INFORMATION: In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE: Veterans' preference credits will be granted in this examination since it does qualify as an entrance examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Health Services three days prior to the written test date if he/she has not received his/her notice.

Applications are available at the State Personnel Board office, through the Internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and at the Department noted on this announcement.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All successful candidates will be ranked according to their final scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Veterans Preference: California law limits granting of veterans preference credits to entrance examinations <http://leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=18001-19000&file=18971-18979>. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department(s) shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:

MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379